

## W-2 Reprint Requests

Current employees are able to print their own W-2s for Tax Years 2010 through 2015. After logging into VTHR, navigate to: Self Service > Payroll and Compensation > View W-2/W-2c Forms.

Click on "Year End Form" for a PDF of the current tax year or click "View a Different Tax Year" for 2010 through 2015, a screen shot of this page is below.

The screenshot shows the Oracle Self Service interface. At the top, the Oracle logo is displayed. Below it, a breadcrumb trail reads: Favorites > Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms. The main heading is "View W-2/W-2c Forms" with the user name "John Doe" below it. A yellow box highlights the link "View a Different Tax Year". Below this is a table titled "Select Year End Form" with a "Customize" button and "1 of 1" indicator. The table has the following columns: Tax Year, W-2 Reporting Company, Tax Form ID, Issue Date, Year End Form, and Filing Instructions. The first row shows data for the year 2015, reporting company VT, and tax form ID W-2. The "Year End Form" link in this row is highlighted with a yellow box.

Select Year End Form						Customize   1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	VT	W-2		<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>	

If you're struggling to open your W2 please make sure that your browser's pop-up blocker is turned off. The link below, to an external website, has step-by-step instructions for most browsers. Employees can also contact the VTHR Helpdesk for assistance by calling 828-6700 option 4.

[Resource on how to turn off pop-up blocker](#)

For tax years prior to 2010, please email the [Payroll Division](#).